

CITY CLERK

MISSION STATEMENT

The Office of the City Clerk is a service department within the municipal government upon which the City Council, all City departments and the general public rely for information regarding the operations and legislative history of the City. The impartial office respectfully serves as the liaison between citizens and the municipal government and keeps them informed of the actions of the City government.

which may be called; filing Campaign Statements and Statements of Economic Interests, as required by the Fair Political Practices Commission (FPPC) and municipal law; publishing all ordinances adopted by the City Council, and advertising notices of hearings, bid openings, and other legal notices; administering the Records Management Program; and maintaining a comprehensive annual historical collection.

DESCRIPTION

The City Clerk is an elected official who serves as Clerk to the City Council, Redevelopment Agency, Parking Authority, Youth Endowment Services (YES) Fund Board, Housing Authority and Public Financing Authority. The City Clerk's Office also conducts municipal elections, and consists of four divisions: City Clerk Services; Elections; Legal Advertising; and Records Management.

The City Clerk is charged with maintaining all official records; keeping complete and accurate records of all City Council, Redevelopment Agency, and other related proceedings; maintaining the Burbank City Charter and Municipal Code; conducting all municipal elections as scheduled, as well as any special election

CHANGES FROM PRIOR YEAR

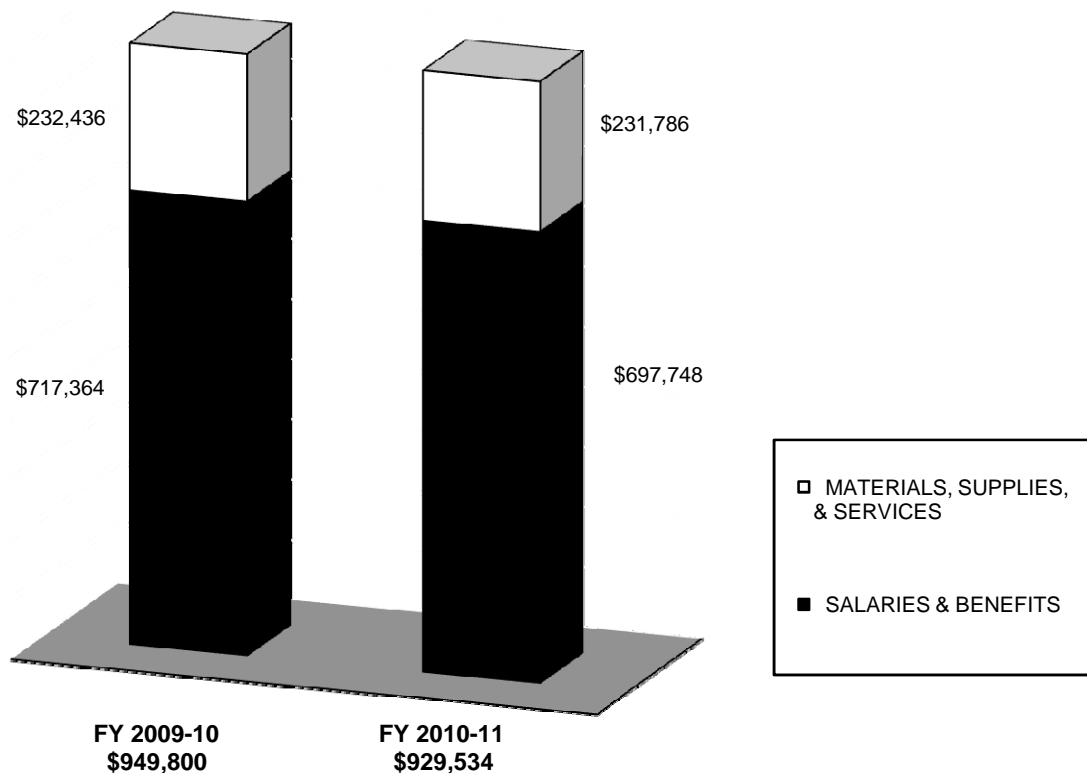
The City Clerk's Office continues to find ways to operate in the most effective and efficient manner. In light of the current budgetary constraints, the Department has maintained its discretionary budget as in Fiscal Year 2009-10.

DEPARTMENT SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	7.000	7.000	7.000	
Salaries & Benefits	\$ 669,062	\$ 717,364	\$ 697,748	\$ (19,616)
Materials, Supplies, Services	397,119	232,436	231,786	(650)
TOTAL	\$ 1,066,181	\$ 949,800	\$ 929,534	\$ (20,266)

CITY CLERK

Department Summary



2009-10 WORK PROGRAM HIGHLIGHTS

- Continue the implementation of the Records Management Improvement Project. To date, staff: has completed the Records Center space analysis; is finalizing revisions to the citywide Records Retention Schedules which have been updated with best practices to ensure that the schedules evolve with the City's needs; has completed an assessment of the Document Imaging Program Policy; has completed updates to Records Retention Manual and Procedures; and, is evaluating software options for the replacement of the Mainframe-based records management program.
- Completed the update of Title 3 Chapter 3 (Elections Code) of the Burbank Municipal Code.
- Since the implementation of the Granicus Media Manager Software that allows for placing the entire Agenda Packet on-line and allows for the the electronic archival and play back of all Council meetings, agenda information and Council action have been successfully made available on the website in a timely fashion.

2010-11 WORK PROGRAM GOALS

- Complete efforts of making the Burbank Municipal Code available and searchable on-line.
- Continue the implementation of the Records Management Improvement Project. Citywide records retention training will be conducted. The Records Center will transition the City's Records Management Program from the Mainframe technology which will eventually be phased out.
- Begin title by title revisions of the Burbank Municipal Code.
- Continue to assist departments seeking to be included into the LibertyNet Electronic Document Imaging/Management System as it is expanded.
- Continue providing excellent customer service to departments requesting records.

Services Division

001CC01A

The City Clerk Services Division prepares agendas and minutes for the City Council, Redevelopment Agency, Parking Authority, Youth Endowment Services Fund Board, Housing Authority, and Public Financing Authority, recording and indexing the actions of each, as well as agreements, deeds, franchises, grants, tract maps, and other official documents. All official documents are public documents, and this Division provides access to these records to the public, elected officials and other departments. In addition to serving the public by assisting with information and directions, this Division also maintains the Burbank Municipal Code and implements the requirements of the Fair Political Practices Commission.

OBJECTIVES

- Maintain all official records.
- Post notices of legislative meetings in compliance with the provisions of the Brown Act.
- Prepare and distribute agendas and minutes to elected officials, staff and subscribers, and provide copies at public facilities and on the City's webpage.
- Maintain the Burbank Municipal Code, providing revisions to staff and subscribers as soon as new ordinances become effective.
- Provide the public, City departments, and elected officials with general public information and specific record(s) research.
- Monitor all Statements of Economic Interests as required by the Fair Political Practices Commission and the City's Conflict of Interest Code.

BUDGET HIGHLIGHTS

The Division continues to find ways to operate in the most effective and efficient manner. The discretionary budget has been maintained as in Fiscal Year 2009-10.

DIVISION SUMMARY

	EXPENDITURES 2009-10	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	3.250	3.250	3.150	(0.100)
Salaries & Benefits	\$ 326,338	\$ 331,000	\$ 329,166	\$ (1,834)
Materials, Supplies, Services	85,949	60,515	60,749	234
TOTAL	<u>\$ 412,287</u>	<u>\$ 391,515</u>	<u>\$ 389,915</u>	<u>\$ (1,600)</u>

Elections Division

001CC01B

This Division is responsible for conducting all phases of the election process for local municipal elections, and for any special election that may be called. The Elections Division is also responsible for coordinating voter registration services with Los Angeles County, and monitoring State legislation to maintain appropriate procedures and ensure that Title 3 Chapter 3 (Elections) of the Burbank Municipal Code is updated as necessary.

OBJECTIVES

- Conduct Primary Nominating and General Municipal Elections in 2011.
- Monitor campaign statement filings to comply with Fair Political Practices Commission regulations.
- Maintain an up-to-date Elections Code.

BUDGET HIGHLIGHTS

The Elections Division covers the cost of conducting all phases of the election process for local municipal elections, and for any special election that may be called. In light of the current budgetary constraints, the Division did not request the traditional five percent increase to cover inflationary costs associated with the 2011 municipal elections. Staff will be returning at mid year to request reimbursement of costs associated with the translation and printing of candidate statements.

DIVISION SUMMARY

	EXPENDITURES 2009-10	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	1.300	1.300	1.300	
Salaries & Benefits	\$ 124,538	\$ 139,798	\$ 138,310	\$ (1,488)
Materials, Supplies, Services	250,257	119,406	119,406	
TOTAL	\$ 374,795	\$ 259,204	\$ 257,716	\$ (1,488)

Legal Advertising Division

001CC01C

The Legal Advertising Division arranges for the publication of all ordinances adopted by the City Council, and advertises other legal notices as required by law.

OBJECTIVES

- Prepare, publish, post and mail notices for all public hearings before the City Council, Redevelopment Agency and related bodies.
- Publish all notices for the Planning Board, bid openings, and other legal notices as required by law.

BUDGET HIGHLIGHTS

The Legal Advertising account covers the cost of advertisements as required for public hearings, ordinance publishing and other public notices. The Division maintained its discretionary budget to Fiscal Year 2009-10 levels. However, the Division is experiencing a general increase in legal advertising costs.

DIVISION SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	0.400	0.400	0.400	
Salaries & Benefits	\$ 30,317	\$ 36,059	\$ 36,925	\$ 866
Materials, Supplies, Services	33,243	35,000	35,000	
TOTAL	\$ 63,560	\$ 71,059	\$ 71,925	\$ 866

Records Management Division

001CC01D

The Records Management Division administers the Citywide Records Management Program for the entire municipal government, and maintains a historical records collection. The program was established in 1972 to provide an organized program to control utilization, maintenance, retention, preservation and disposition of City records. The objective enabled the City to effectively conduct its business by: ensuring that important records are organized and maintained in such a way as to be easily stored, retrieved and identified; providing for the annual transfer of inactive records for storage in the Records Center; helping preserve records with long-term or permanent value as well as records of historical or archival value; protecting records vital to the City in the event of a disaster; and, stabilizing the growth of records in offices through systematic disposition of records no longer needed for administrative, legal, fiscal, historical, or research purposes.

OBJECTIVES

- Maintain the Records Management Program.
- Continue implementation of Records Management Program for the Burbank Water and Power Department.
- Analyze and expand microfilm applications.
- Train departmental Records Coordinators.
- Oversee the implementation of a Document Imaging/Management System to benefit the entire City in records/information management.

BUDGET HIGHLIGHTS

The Division continues to implement the Records Management Improvement Program as well as maintain and expand the Libertynet Imaging System. The discretionary budget has been maintained as in Fiscal Year 2009-10.

DIVISION SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	2.050	2.050	2.150	0.100
Salaries & Benefits	\$ 187,869	\$ 210,507	\$ 193,347	\$ (17,160)
Materials, Supplies, Services	27,670	17,515	16,631	(884)
TOTAL	<u>\$ 215,539</u>	<u>\$ 228,022</u>	<u>\$ 209,978</u>	<u>\$ (18,044)</u>

Services Division

001CC01A

		EXPENDITURES FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
STAFF YEARS		3.250	3.250	3.150	(0.100)
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 216,299	\$ 227,369	\$ 228,362	\$ 993
60006	Overtime	9,496	3,501	3,501	
60012	Fringe Benefits	97,360	98,630	95,803	(2,827)
60015	Wellness Program	59			
60022	Car Allowance	829	1,500	1,500	
60031	Payroll Adjustment	2,295			
		326,338	331,000	329,166	(1,834)
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services		\$ 4,200	\$ 4,200	
62300	Special Departmental Supplies	914	1,400	1,400	
62310	Office Supplies	3,206	3,400	3,400	
62440	Office Equip Maint & Repairs		150	150	
62455	Equipment Rentals	1,693	4,000	4,000	
62700	Memberships & Dues	550	600	600	
62710	Travel	2,618	1,515	1,515	
62755	Training	4,337	4,500	4,500	
62895	Miscellaneous	456	600	600	
NON-DISCRETIONARY					
62220	Insurance	19,391	21,144	22,752	1,608
62241.1000	Print Shop	31,083			
62485	F535 Comm Equipment Rental	4,964	4,654	4,654	
62496	F537 Computer Equip Rental	16,737	14,352	12,978	(1,374)
		85,949	60,515	60,749	234
PROGRAM TOTAL		\$ 412,287	\$ 391,515	\$ 389,915	\$ (1,600)

Elections Division

001CC01B

		EXPENDITURES FY 2008-09	BUDGET FY 2010-11	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
STAFF YEARS		1.300	1.300	1.300	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 84,740	\$ 95,686	\$ 96,244	\$ 558
60006	Overtime	2,969	2,238	2,238	
60012	Fringe Benefits	35,410	41,874	39,828	(2,046)
60015	Wellness Program	19			
60022	Car Allowance	376			
60031	Payroll Adjustment	1,024			
		124,538	139,798	138,310	(1,488)
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 249,743	\$ 118,856	\$ 118,856	
62310	Office Supplies	277	300	300	
62420	Books & Periodicals	237	250	250	
		250,257	119,406	119,406	
PROGRAM TOTAL		\$ 374,795	\$ 259,204	\$ 257,716	\$ (1,488)

Legal Advertising Division

001CC01C

		EXPENDITURES FY 2008-09	BUDGET FY 2010-11	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
STAFF YEARS		0.400	0.400	0.400	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 19,951	\$ 24,683	\$ 25,458	\$ 775
60006	Overtime	812			
60012	Fringe Benefits	9,284	11,376	11,467	91
60015	Wellness Program	10			
60022	Car Allowance	75			
60031	Payroll Adjustment	185			
		30,317	36,059	36,925	866
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62530	Legal Adv / Printing Ordinance	\$ 33,243	\$ 35,000	\$ 35,000	
		33,243	35,000	35,000	
PROGRAM TOTAL		\$ 63,560	\$ 71,059	\$ 71,925	\$ 866

Records Management Division

001CC01D

		EXPENDITURES FY 2008-09	BUDGET FY 2010-11	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
STAFF YEARS		2.050	2.050	2.150	0.100
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 129,118	\$ 138,483	\$ 133,992	\$ (4,491)
60006	Overtime	1,809			
60012	Fringe Benefits	55,524	72,024	59,355	(12,669)
60015	Wellness Program	10			
60022	Car Allowance	226			
60031	Payroll Adjustment	1,182			
		187,869	210,507	193,347	(17,160)
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Professional Services	\$ 4,514	\$ 3,500	\$ 3,500	
62170	Private Contractual Services	8,961	900	900	
62300	Special Departmental Supplies	768	900	900	
62420	Books & Periodicals		168	168	
62440	Office Equip Maint & Repairs		350	350	
62700	Memberships & Dues	460	470	470	
62710	Travel	346	840	840	
62755	Training	2,849	3,150	3,150	
62895	Miscellaneous	294	200	200	
NON-DISCRETIONARY					
62470	F533 Office Equipment Rental		259		(259)
62496	F537 Computer Equip Rental	9,478	6,778	6,153	(625)
		27,670	17,515	16,631	(884)
PROGRAM TOTAL		\$ 215,539	\$ 228,022	\$ 209,978	\$ (18,044)

CITY CLERK
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2008-09	STAFF YEARS 2009-10	STAFF YEARS 2010-11	CHANGE FROM PRIOR YEAR
CITY CLERK	1.000	1.000	1.000	
DEPUTY CITY CLERK	1.000	1.000	1.000	
RECORDS MGT COORD	1.000	1.000	1.000	
MUNICIPAL RCDS CLERK	3.000	3.000	3.000	
CLERICAL WORKER	1.000	1.000	1.000	
 TOTAL FULL TIME	 7.000	 7.000	 7.000	
 TOTAL STAFF YEARS	 7.000	 (7)	 7.000 (7)	 7.000 (7)